

Retention and Classification Report

Agency: Department of Public Safety. Utah Highway Patrol. Section #16
(3156)
2700 South 1842 West, Ste 10
West Valley City, UT 84119-2396

Records Officer Kaelyn Rolfe

24119	Section 16 citations
24116	Section 16 incident/accident/dui reports
24118	Section 16 personnel transfers
24117	Special emergency response team files

AGENCY: Department of Public Safety. Utah Highway Patrol. Section #16

SERIES: 24119

3

TITLE: Section 16 citations

DATES: 1994-

ARRANGEMENT: Numerical by citation number

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

This series contains the officer's copy of citations issued while assigned to Section 16 of the Utah Highway Patrol. Citation information includes name, address, driver license number, citation number, vehicle license number.

RETENTION:

Retain 10 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 07/2002

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy provided no litigation is pending.

APPRAISAL:

Administrative Legal

AGENCY: Department of Public Safety. Utah Highway Patrol. Section #16

SERIES: 24116

3

TITLE: Section 16 incident/accident/dui reports

DATES: 1994-

ARRANGEMENT: Numerical by case number.

ANNUAL ACCUMULATION: 6.00 cubic feet.

DESCRIPTION:

This series contains DUI, Incident, and Accident reports for section 16 of the Utah Highway Patrol. Additional information in this series includes name, address, phone number, number of offenses, blood alcohol levels, and signatures of those involved.

RETENTION:

Retain 10 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 07/2002

FORMAT MANAGEMENT:

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APPRAISAL:

Administrative Legal

AGENCY: Department of Public Safety. Utah Highway Patrol. Section #16

SERIES: 24118

3

TITLE: Section 16 personnel transfers

DATES: 1996-

ARRANGEMENT: Alphabetical thereunder numerical

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

This series contains copies of records from the personnel files of Section 16 employees who transfer to assignments in other areas. These are maintained for reference purposes. Information includes copies of weekly timesheets, overtime forms, driving under the influence (DUI) citations, vehicle impound forms and receipts for checks issued to officers for court appearances.

RETENTION:

Retain in office 1 year after person has been transferred from Section 16.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 10/2002

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 6 months after the person has been transferred from Section 16 and then transfer to State Records Center provided no litigation is pending. Retain in State Records Center for 6 months and then destroy.

AGENCY: Department of Public Safety. Utah Highway Patrol. Section #16

SERIES: 24118

TITLE: Section 16 personnel transfers

(continued)

APPRAISAL:

Administrative

AGENCY: Department of Public Safety. Utah Highway Patrol. Section #16

SERIES: 24117

3

TITLE: Special emergency response team files

DATES: 1996-

ARRANGEMENT: Numerical

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

This series contains the records describing the operations of the Special Emergency Response Team (S.E.R.T.) squad. Also included are reports and tapes of each incident.

RETENTION:

Retain 11 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 07/2002

FORMAT MANAGEMENT:

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Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy provided no litigation is pending..

APPRAISAL:

Administrative